

London Brookes College
APPENDIX - D
SAMPLE SHORTLISTING FORM

(Adapted from 'Lecturer' Person Specification in Appendix B)

Post Name: _____ Department/Faculty: _____

E = Essential Criteria
D = Desirable Criteria

Assessed by: A = Application
I = Interview I = Partially met

Score: 0 = Not met
T = Test 2 = Fully met

<i>Selection Criteria</i>	<i>A/I/T</i>	<i>Candidate No</i>											
		<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>
<i>THIS WILL BE SUBJECT SPECIFIC (E)</i>													
<i>THIS WILL BE SUBJECT SPECIFIC (D)</i>													
<i>Ability with teaching and other forms of public presentation (E)</i>													
<i>Ability to supervise academic work by undergraduates and postgraduates students (E)</i>													
<i>Ability to manage time and work to strict deadlines (E)</i>													
<i>Interpersonal, oral, and written communication skills (E)</i>													
<i>Ability to work collaboratively (E)</i>													
<i>Ability to share in organisation and management of postgraduates programmes (E)</i>													
<i>Educated to at least masters degree level (E)</i>													
<i>PhD (D)</i>													
<i>Experience researching or teaching or other employment in _____ (E)</i>													
<i>Assessment of student work (D)</i>													
<i>Curriculum design (D)</i>													
<i>Pastoral care of students (D)</i>													
<i>Committed to academic research (E)</i>													
<i>Member of a relevant professional organisation (E)</i>													
TOTAL SCORE													